

Terms of reference
MACAN-IL-00057

Subject: Call for Trainer – Business Management Trainer
Reference: MACAN-IL-00057
Posted Date: 13.10.2023
Deadline: 19.10.2023

ABOUT INJAZ LEBANON

INJAZ Lebanon is a non-profit organization, an affiliate of Junior Achievement (JA) Worldwide, with a mission to equip youth with the skills and mindset they need to become entrepreneurs and business leaders stimulating their communities. It is also a member of INJAZ Al-Arab, a regional network of 14 countries across the MENA region. INJAZ Lebanon delivers programs in partnership with the business sector focusing on entrepreneurship, work readiness, and financial literacy.

Overview

INJAZ Lebanon is currently seeking qualified experts or trainer to facilitate a five-day workshop on Business management in two municipalities in North Lebanon, Al Mina and Kfar Helda. We invite experienced professionals to submit proposals for their services in line with the outlined workshop details below.

Workshop Overview

Duration & Location (Date and time will be determined later)

Municipality	Class	Days	Hours	Total Hours
Al Mina - North	Class 1	5	2	10
Kfar Helda - North	Class 2	5	2	10
Total		10 Days		20 Hours

*Audience: Among the residents of Al-Mina and Kfar helda are professionals, craftsmen, and anyone engaged in a trade, involved in manufacturing various products, and seeking to enhance their business management skills.

Topics that should be covered:

The workshop will consist of five days, each with a specific focus:

Day 1: Introduction to Business

- Welcome and workshop objectives
- Why business management matters
- Identifying common business challenges
- Setting achievable business goals

Day 2: Starting Your Business

- What is a business?
- Planning your business idea
- Basic budgeting and managing expenses
- Workshop practical exercise: Creating a simple business plan

Day 3: Marketing and Sales Basics

- What is marketing?
- Identifying your customers
- Basics of pricing and selling
- Workshop practical exercise: Creating a simple marketing plan

Day 4: Managing Money Wisely

- Understanding income and expenses
- Basic financial records
- Saving and managing money
- Workshop practical exercise: Basic money management

Day 5: Operations and Customer Service

- Managing daily business activities
- Keeping customers happy
- Handling common challenges
- Setting future goals for your business

Deliverables

In addition to facilitating the workshop, the selected trainer will be responsible for consolidating the insights, recommendations, and action plans generated during the workshop into one comprehensive report/document.

The report should include the following:

1. Workshop Overview
2. Participant Profiles
3. Workshop Objectives
4. Content Covered
5. Attendance and Participation
6. Challenges and Successes
7. Recommendations

Workshop Outline

The selected trainer should propose a workshop outline and content that aligns with the objectives of the Business Management training and its intended audience. The content should create a well-structured program by addressing key areas relevant to business management. It should incorporate practical exercises, real-world case studies, and interactive discussions to enhance participants' understanding and application of these fundamental business principles to real-world scenarios.

Qualifications

The eligibility criteria for trainers to facilitate the workshop on Business Management in Al Mina and Kfar Helda might include the following:

- Professional Expertise: Trainers should possess a background in business management, entrepreneurship, or a related field, with a proven track record of expertise and experience.
- Experience: Trainers should have at least 3 years' experience of delivering effective and engaging training sessions or workshops, especially in the context of business management.
- Certification: The trainers should hold certifications in business management, education, or a related field.

Evaluation Criteria:

The service provider will be selected based on:

- Relevant Work experience in the field, and portfolio.
- The technical proposal and financial proposal.

Payment Conditions:

1. Payment shall be made by wire transfer or through Payment Order/Telegraphic Transfer/ Over the counter payment after submission of an appropriate and acceptable original invoice with all the requested to INJAZ Lebanon
2. INJAZ Lebanon operates through bank Audi and won't handle any transfer or withdrawal charges (To be charged on the supplier)

How to Apply:

To apply, please submit the following documents via email to firas@injaz-lebanon.org and Joseph.a@injaz-lebanon.org no later than **19.10.2023**. Please mention in the subject line **MACAN-IL-00057- Business**

Management Trainer

Quotations that are received by INJAZ Lebanon after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Cover Letter:

- Provide a well-structured cover letter that includes:
(CV):
- Include a comprehensive CV that highlights your educational background, work experience, certifications, and relevant achievements.

Portfolio:

- Past projects
- Relevant Experience
- Samples of deliverables

Certifications:

- Attach copies of any recognized certifications in Business management or related fields.

Technical Proposal:

- Suggest a proposed outline and content that aligns with the objectives of the Business management program.

Financial Proposal:

- The financial proposal should include your **hourly rate, inclusive of all costs**

For registered legal entities:

- Providing all the legal documents (Business License, Registration in the ministry of Finance, and Interior if Applicable).

Thank you